



WOORE PARISH COUNCIL

www.wooreparishcouncil.org

Helen Jackson, Clerk to Woore Parish Council
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Dear Councillor:

You are hereby summoned to attend a **Meeting** of the **Parish Council of Woore**, to be held on **15th May 2023**, commencing at **7:00pm**, in order to conduct the following business listed on the agenda below.

Signed 

Helen Jackson (Clerk to Woore Parish Council)

Date: 10th May 2022

ANNUAL PARISH COUNCIL MEETING AGENDA

23000 Election of the Chairman & Acceptance of Declaration of Office (LGA 1972 s15(2))

23001 Election of Vice Chairperson

23002 Declarations of Acceptance of Office for Chairman & Councillors (LGA 1972 s83)

23003 Co-option of Councillors: to acknowledge vacancies and resolve to provide notice for vacancy by co-option.

23004 Election of other officers as representatives to external bodies:

- a) Shropshire Association of Local Councils/North Area Committee Representatives (2no members, only one vote at meetings) - current members being Cllrs Higgin and Carter
- b) Woore Victory Hall Representative (1no member plus deputy) - current member being Cllr Goodman
- c) Old Woore School Trust Representative (1no member) - current member being Cllr Higgin
- d) Woore United Charities Representatives (2no members) - current members being Cllr Cowey only.
- e) Woore Primary School Governors (1no member) – current member being Cllr Goodman
- f) Local Joint Committee (2no members) - current member being Cllr Cowey only
- g) Shropshire Council and Shropshire Association of Local Councils Town and Parish Council Forum (2no members) - no current members until notice that role is active.
- h) HS2 Traffic and Highway Annual Meeting (1no member plus deputy) - current member being Cllr Cowey
- i) Shropshire Council & WPC Remote bi-annual Meeting (2no members) - current member being Cllr Cowey only
- j) Chairman Network (1no member, Chair only) - current member being Cllr Cowey
- k) Clerk Highways Working Party (1no member, Clerk only) - current member being the Clerk

23005 Appointment of Members to act as the Parish Council's lead in relation to the following:

- a) HS2 (2no members) - current members being Cllr Cowey and Clerk
- b) Movable Vehicle Activated Signs (2no members) - current members being Cllrs Blake and Cllr Cowey
- c) Community Speed Watch (1no member) - current member being Cllr Hamilton

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- d) IT matters (1no member) - no appointments currently
- e) Tree Wardens (2no member) - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- f) Path Wardens (2no members) - current member being Ms S.Tyson and Ms C.Bedson with Cllr Cowey as PC point of liaison.
- g) Internal Controls (Financial Scrutineering) (2no members) - current members being Cllr Higgin
- h) Parish Council Newsletter (1no member) - no appointments currently
- i) Defibrillators - no current member (supported by volunteer residents and Clerk)
- j) Parish Planting (1no member) - current member Cllr Higgin
- k) St Leonards Way Play Area (working party) - no current member (supported by Clerk only)
- l) Newcastle Road Land (2no members) - current members being Cllr Goodman and Cllr Higgin.
- m) Working Party Clerks Hours (3no members) – current members being Cllr Blake, Cllr Carter and Cllr Goodman.

23006 Delegation of Authority: Delegation to the Clerk as follows;

- a) To respond to Planning Applications (in the absence of a scheduled meeting for 'routine' applications). Terms of reference for authority as follows; *'To delegate the power to the Parish Clerk in discussion with the Chairman or Vice Chairman, to make recommendations to Shropshire Council on minor applications and revisions to applications, for which there is insufficient time to call a parish meeting of full council. The exercise of this power should be consistent with established practice and policy of the council, where defined, and shall be reported to the next full council meeting.'*
- b) For telephone/internet banking within the terms of the Financial Regulations.

23007 Establishment of Committees: to adopt the following committees and to appoint members as specified in the terms (circulated prior to meeting).

- a) Staffing Committee *to consume working party for Clerks Hours
- b) Finance Committee

23008 Welcome / Present, Apologies and/or absent

23009 Declarations of Disclosable Pecuniary or any other Interests

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer. Members are reminded to declare any gifts and/or hospitality. (LGA 1972 s94).

22010 Requests for Dispensations of DPLs

23011 Open Forum: to last no longer than 15 minutes

23012 Approval of the Minutes of the Parish Council Meeting held on 13th March 2023 (Local Government Act 1972, s12p41(1)).

23013 Matters arising: to cover any matters arising from Minutes referred to in 23012.

23004 Shropshire Council Representative Report: for Cllr R. Aldcroft to provide reports/updates on any relevant matters.

23015 Housekeeping

- a) To review and agree adoption of the following existing policies / protocols:
 - Standing Orders
 - Financial Regulations

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- Complaints Policy
- Risk Assessment
- Risk Assessment Face-to-face Meetings
- Return-to-work Risk Assessment
- Defibrillator Operation & Maintenance Policy
- Grants/Donations Policy
- Planning Application Policy & Procedure
- Bullying & Harassment
- Remote Meeting Protocol
- Protocol for Councillors & Clerks
- Business Resilience Scheme
- Code of Conduct
- GDPR Policies including;
 - Email Acceptable Use
 - Personal Data Management and Data Processing
 - Privacy
 - Retention and Disposal
 - Security Incident Response

b) Civility & Respect Pledge - to pass a resolution to sign up to the civility and respect pledge

23016 Planning:

a) Applications: to adopt comments submitted via delegated powers in response to the following applications and as approved by Councillors prior to the meeting;

- i. Reference: 23/01007/VAR (validated: 07/03/2023)
 Address: Redthorn House, Newcastle Road, Woore, Crewe, Shropshire, CW3 9SN
 Proposal: Variation of Condition No.s 4 (tree protection) and 5 (Arboricultural statement) attached to planning permission 22/02127/FUL dated 09 September 2022
- ii. Reference: 23/01049/FUL (validated: 09/03/2023)
 Address: 3 Crossways, Pipe Gate, Market Drayton, Shropshire, TF9 4HT
 Proposal: Rear extension to dwelling
- iii. Reference: 23/01199/FUL (validated: 20/03/2023)
 Address: Long Meadow Farm, Pipe Gate, Market Drayton, Shropshire, TF9 4HD
 Proposal: Demolition of dwellinghouse and garage, and erection of a replacement farmhouse, garage, and associated works.
- iv. Reference: 23/00614/FUL (validated: 04/03/2023)
 Address: Onneley Works, Newcastle Road, Woore, Crewe, Shropshire, CW3 9RU
 Proposal: Erection of two storey front extension to form a reception area, training room and additional office space.
- v. Planning Reference: 22/03559/FUL
 Development Proposed: Mixed residential development of ten dwelling (to include one self build), creation of four vehicular accesses (onto London Road), all ancillary works
 Location: Land West London Road, Woore, Shropshire

b) Applications: to adopt comments in response to the following applications, as shared by Lead Councillors prior to the meeting;

- i. Reference: 23/01560/FUL (validated: 12/04/2023)
 Address: Fields Barn, Bearstone, Market Drayton, Shropshire, TF9 4HG
 Proposal: Proposed annexe for dependant relative

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- ii. Reference: 23/01615/FUL (validated: 25/04/2023)
Address: Bearstone Water Treatment Works, Bearstone Road, Norton In Hales, Shropshire, TF9 4HH
- iii. Reference: 23/01546/FUL (validated: 11/04/2023)
Address: Bearstone Farm, Bearstone, Market Drayton, Shropshire, TF9 4HG
Proposal: Formation of new front dormer windows to second floor and new rear window.
- iv. Reference: 23/01748/FUL (validated: 27/04/2023)
Address: 4 Farmfields Rise, Woore, Crewe, Shropshire, CW3 9SZ
Proposal: Erection of a single storey side extension
- v. Reference: 23/01657/FUL (validated: 28/04/2023)
Address: 2 Oak Farm Barns, Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR
Proposal: Proposed installation of 3 roof windows (conservation style roof windows to match existing roof windows)
- vi. Reference: 23/01659/LBC (validated: 28/04/2023)
Address: 2 Oak Farm Barns, Dorrington Lane, Woore, Crewe, Shropshire, CW3 9RR
Proposal: Proposed installation of 3 roof windows (conservation style roof windows to match existing roof windows)

c) **Decisions:** to acknowledge all planning decisions made between 13th March 2023 and 15th May 2023.

23017 Lengthsman Contract: to approve a proposal for replacement of services for Lengthsman contract (David Moreton, ADA Gardening Services) noting any amendments for financial year 2023/24.

23018 Summer planting: to approve a proposal for summer planting requirements at a cost of £1,250 inclusive of VAT.

23019 Committee and Representatives Reports: for Councillors/representatives to provide reports/updates on any relevant matters.

a) All reports as required

23020 HS2: to receive an update on all HS2 matters as required.

23021 Finance:

- a) Insurance Renewal: to resolve to acknowledge the appointment of a 3-year term policy with Zurich Insurance, in line with the recommendations of the RFO, at fixed sum of £603.59.
- b) WPC Asset Register 2023/24: to review and adopt as presented by the RFO.
- c) SALC Affiliation: to review and renew the Council's membership of SALC at a cost of £653.38.
- d) Invoices/payments & receipts: to resolve to approve the below detailed expenditure:

Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
17.04.2023	Helen Jackson	Clerk Salary (April): Gross Pay Holiday Pay (accrued Oct-Mar) Bank Holiday Pay (nil) NI deduction Income Tax deduction Mileage Expenses	1906 PAID *Cancelled cheque, reissued 1907	£813.87 £379.08 £0.00 -£17.39 -£56.60 £0.00 £45.42	 £3.30	LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2)

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		Sundry *stamps, printer ink, Annual meeting refreshments		£30.25 (£1,194.63) <u>£1,197.93</u>		LG (FP)A 1963 s.5 LG (FP)A 1973 s.5 LG A 1972 s.111 LGA 1972 s.137
15.05.2023	Helen Jackson	Clerk Salary (May): Gross Pay Holiday Pay (accrued) Bank Holiday Pay (2no) NI deduction Income Tax deduction Mileage Expenses Sundry *stamps, printer ink	1911	£677.68 £0.00 £67.77 £0.00 -£33.00 £0.00 £45.42 £15.24 (£773.11) <u>£775.86</u>	£2.75	LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2) LGA 1972 s.112 (2) LG (FP)A 1963 s.5 LG (FP)A 1973 s.5 LG A 1972 s.111 LGA 1972 s.137
15.03.2023	Shaping Cloud	Office 365 licenses	1899 PAID	£490.80	£0.00	LGA 1972 s.111
15.03.2023	Shaping Cloud	Office 365 licenses *missed VAT element for cheque 1899	1904 PAID	£0.00	£98.16	LGA 1972 s.111
19.04.2023	St Leonards Church	Church magazine advertisement/newsletter	1900 PAID	£32.00	£0.00	LGA 1972 s.142 (1A)
09.03.2023	Victory Hall	Room hire Q1 Jan-Mar 2023	1901 PAID	£136.00	£0.00	LGA 1972 s.134 (4)
09.03.2023	Victory Hall	Room hire Q4 Oct-Dec 2022	1902 PAID	£120.00	£0.00	LGA 1972 s.134 (4)
30.03.2023	SALC	Training – Recruitment - Cllr Cowey	1903 PAID	£30.00	£0.00	LG A 1972 s.111
17.03.2023	John Sparkes	Kings Coronation Event – village displays, flags, poles, crowns etc.	1905 PAID	£1,223.72	£71.27	LGA 1972 s.137
03.05.2023	SALC	SALC Affiliation fees 2023-24	1908	£653.38	£0.00	LGA 1972 s.143
29.03.2023	Severn C Products Ltd	Kings Coronation Keyring - School gift for children	1909	£285.40	£57.08	GA 1972 s.137
09.05.2023	Gemma Tinsley	Kings Coronation Event – musician	1910	£120.00	£0.00	GA 1972 s.137
Date	Recipient	Reason for Payment	Cheque Number	Net Amount	VAT Amount	Power of Expenditure
12.04.2023	Shropshire Council	Environmental Maintenance Grant	Ref: 3468553	£1,400.00	n/a	n/a

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		<i>*£80 shortfall to be paid at later date.</i>				
18.04.2023	Shropshire Council	Precept	Ref: 3469638	£31,537.00	n/a	Local Government Act 1972, s.41 (4) LG Finance Act 1992 s.39
09.05.2023	Shropshire Council	CIL Neighbourhood Fund	Ref: 3471015	£17,393.60	n/a	n/a

e) Bank reconciliation:

- i. for the Council to receive and accept the pre-audited year end bank reconciliation for financial year 2022/2023.
- ii. For the Council to receive end of month bank reconciliation for April 2023.

23022 Clerk's Report and Correspondence

To receive a summary of Reports and Correspondence for the period from 13th March to 10th May 2023.

DATE OF NEXT ORDINARY PARISH COUNCIL MEETINGS

12th June 2023, 7.30pm and 10th July 2023, 7.30pm